

Frequently Asked Questions



Staff Submission

Please note that for the 2016-2017 School Year, the traditional October 15th SID/SMID Snapshots will be taken on Friday, October 14th at 5:00pm.

1. Why are we being asked to submit personnel to this collection?

Federal requirements have not changed; New Jersey is improving its adherence to these requirements. Districts have always been expected to submit this information, including data for purchased services. Please review the Frequently Asked Questions in EdFacts report specifications n059-7 and n070-0 for more details.

2. Do we need to submit the same personnel to Staff Submission that we have submitted to SMID Management?

Yes, submit any staff person who was active in your district as of the October 15th Snapshot to the Staff Submission. The data collected within the Staff Submission is supplemental information on each staff member's assignment. Staff Submission does not repeat data collected in SMID Management (aside from basic identifying information). Please note that any edits or additions that you make to SMID Management after October 15th will not be considered in Staff Submission.

3. Do we need to submit the same data for contracted personnel that we submit for payroll employees?

For the most part, collected fields are the same. There are some differences. One difference is that LEAs will not need to input salary information for contracted employees (i.e., bus drivers, etc.) submitted to Staff Submission. Another difference is that Social Security Numbers are collected for **certified staff only**. Refer to requirements outlined in the Staff Submission Data Handbook for fields applicable only to certified staff. Data elements like Salary, Highest Education, etc. are required for certified instructional staff and not contracted services. Staff members such as bus drivers, crossing guards, or any staff submitted with a job code of 0100 or less do not need submit this information.

5. Should experience in a nonpublic setting be included in the fields for the data elements Years Of Prior Experience, Years In LEA, and Years In NJ?

As of the October 15, 2014 Staff Submission, nonpublic school experience may be included for APSSD submitters. For all other submitters, only public school experience should be reported.

6. What are acceptable values for the data elements Years Of Prior Experience, Years In LEA, and Years In NJ found in Staff Submission?

Any value ranging from 0-99 is an accepted value for each of these three elements.
If the District Employment Entry Date is greater than one year, the Years In LEA cannot be 0.

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7. *How do I calculate Years of Prior Experience for staff?*

A staff member's Years of Prior Experience should be determined at the local level. When making this determination, take into consideration the quantity of accumulated credits/ hours that your LEA considers equivalent to at least one year of experience. For example, if a staff member has worked part-time for 4 years, your LEA may consider this staff member as only having 2 years of experience based on the number of hours/credits this staff member has accumulated.

8. *Is the Age Group Taught element applicable only to teachers?*

No, this element applies to all staff members who serve special education students. Select the age group that is worked with most frequently when completing this element for special education staff members who work with more than one age group.

9. *How may I determine number of classes taught in settings such as elementary classrooms in which one teacher is responsible for teaching multiple subjects to the same group of students?*

Number of Classes Taught is determined by the student composition and not the number of subjects taught by a teacher. A teacher responsible for teaching multiple subjects to only one group of students would have a value of 1 for the Number of Classes Taught field.

10. I have a record in Out of Sync, how do I resolve this in the Staff Submission.

The Staff Submission is a collection of all active staff members. The Out-of-Sync Records page displays staff records that are active in SMID Management that have not yet been submitted to Staff Submission. During the Practice Period, those staff members who appear as active in SMID Management will be placed into Out of Sync until they are reported to the Staff Submission. During the Official Staff Snapshot periods, staff are considered Out-of-Sync if they were active in SMID Management as of the snapshot date of October 15th, but have not been submitted to the Staff Submission. As staff are submitted to Staff Submission, they will be removed from Out-of-Sync Records.

11. Since the Highly Qualified Teacher provision was eliminated under ESSA, is it still necessary to complete the HQT Qualification Status for the 2016-2017 Staff Submission?

Yes, currently NJ SMART is still responsible for collecting the data element of HQT Qualification Status for all staff members who hold a position that falls into Job Code 0100-4001. We would ask that if you have a staff member within these criteria that you please report their HQT Qualification Status to your Official Staff Submission.